

## Teaching Staff Promotions 2025

**Appendix 5**

**Standard Requests for References**

1. **Promotion to Senior Teaching Fellow, Principal Teaching Fellow, Principal Lecturer, Professor of Teaching**

### CONFIDENTIAL

Date

Dear ,

#### Name of Candidate

Imperial is considering promoting the above person to xx. You should already have been contacted by the Head of Department, Professor XXXX, and I am, therefore, writing to seek your comments on their suitability for this promotion. You may also wish to comment on the candidate’s standing in relation to other similar promotion candidates at your institution or elsewhere.

A copy of the application for promotion and the relevant role profile are attached. It would be helpful if you could reply by …… **Please can you advise the Teaching Promotions team as soon as possible if you are unable to reply by this deadline.** You are welcome to email your reply to learning-and-teaching-promotion@imperial.ac.uk.

At Imperial, the title of xxrecognises significant and innovative contributions by an individual to the university and the relevant field through contributions to the Imperial’s educational mission; innovation and evaluation; leadership and management; and professional practice and scholarship.

The balance between these activities will vary and the Teaching Promotions Committee considers each application on its own merits. In particular, we understand that external referees may find it difficult to judge the quality of teaching, so we would ask you to focus your comments on the scale of activity, the significance of innovation, the degree of responsibility in leadership and management, and the magnitude of any external recognition. I would be very grateful if you could, please, give an assessment of the evidence of relevant achievements and impact provided in the application.

Would you also please state if you know the candidate personally, for how long and in what capacity. Your views will prove exceedingly valuable to the Teaching Promotions Committee and we very much appreciate your input and counsel.

Please note that in compliance with GDPR, individuals have the right to request access to data, including references, within certain constraints.

Thank you for responding to the Teaching Promotions’ Team email address at to learning-and-teaching-promotion@imperial.ac.uk.

Yours sincerely,

Professor Ian Walmsley, FRS Provost

# General Data Protection Regulation (GDPR)

The GDPR gives individuals rights to access their personal data in whatever medium the data is held (referred to as a Subject Access Request).

### References Received by Imperial

Confidential references received by Imperial are not exempt from the right of access by the subject to whom they refer, but consideration must be given by those receiving a request for access to any potential breach of confidence of a referee by such a disclosure. Information contained in a reference need not be provided if the release of this information would identify a referee unless:

* the identity of the referee can be protected by anonymising the information;
* the referee has given consent;
* it is reasonable in all circumstances to release the information without consent having been given.

In cases where a confidential reference discloses the identity of an organisation, but not an identifiable individual, as a referee, disclosure will not breach data privacy rights.

Where, in response to a Subject Access Request, Imperial declines to disclose a reference received in confidence from a referee, it will supply clear reasons in writing for doing so. Members of the university may not refuse to disclose references received in confidence from referees without providing, in writing, the reasons for the refusal.